

**MAINTENANCE
SUPERVISOR
WS-4701-10**

**MAINTENANCE
BUILDING TRADES**

INTRODUCTION

This position is located in the Facilities Management and Airfield Support Department, Facilities Management Division, Naval Air Station, Lemoore, California. Incumbent serves as Director of the Maintenance Branch. Exercises full supervisory responsibility and control of the Metal Trades, Building Trades, Emergency Services, Electrical, Heating Ventilation and Air Conditioning

MAJOR DUTIES AND RESPONSIBILITIES

1. Analyzes all job orders issued to determine them for adequacy of work specifications, task sequencing, estimates of manpower and material requirements. Must be aware of the environmental and natural resource laws and regulations, which have been established by Federal, state and local governments, to complete jobs while preventing pollution and protecting the environment.
2. Analyzes all job orders to determine the optimum sequences for all assigned tasks to be accomplished by work centers during the week. Provides input to establish operational sequences for utilities outages needed for maintenance work or contract projects.
3. Determines equipment and material requirements and provides input to the Department Head as required. Identifies space, tools, equipment and vehicle needs. Ensure the tool room is managed and operated consistent with the requirements established by SECNAVIST 5200.35 and the local Internal Control Program.
4. Coordinates all Maintenance activities to ensure timely completion of job orders as established by the weekly schedules. Revises priorities and schedules to accommodate high priority projects. Assists in the accomplishment of high priority projects in such a manner as to ensure minimum interference or distractions to assign, explain and coordinate work schedules.
5. Reviews work in progress and takes necessary steps to improve effectiveness of work operations when schedules are not being met. Acts quickly to expedite ordering and receipt of material when unforeseen material requirements become known. Coordinates amendments to job orders prior to submitting formal requests.
6. Studies and seeks solutions to continuing an/or complex maintenance and operating problems. ~~Initiates and implements~~ corrective actions for areas under his immediate control and provides input and/or coordinates with others in resolving area interfacing with other organizations.

7. Interprets policies, regulations and technical criteria as established and promulgated by higher authority and ensures they are applied appropriately by the Branch.

8. Responsible for the scheduling, coordinating and material support to all shops in support of projects and emergency repairs. Determine equipment, manpower needs and tool requirements to complete all projects.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of management practices, maintenance procedures and the ability to apply such knowledge.

Mastery of the facilities maintenance system.

Thorough knowledge in construction and repair methods, trade and production techniques.

Knowledge of codes, regulations and law pertaining to buildings, structures and utility systems.

Knowledge of safety and other health regulations pertaining to work environment.

Ability to review, compile and analyze work history to draw conclusions and develop and implement solutions.

Ability to supervise.

Ability to make oral and written reports.

CONTROLS OVER THE POSITION

The immediate supervisor is the Facilities Management Director. The supervisor provides administrative direction on assignments in terms of broadly defined objectives, functions and milestones. The incumbent has responsibility for independently planning, coordinating and executing program projects, studies or other work. Results of work are considered technically authoritative and are normally accepted without change. If the work is reviewed, the review concerns such matters as fulfillment of objectives and general approach.

~~GUIDELINES~~

Guidelines include manuals, maintenance publications, established procedures, industry practices and policy statements. These guidelines are usually inadequate in dealing with more complex problems, requiring the incumbent to use experience, judgment and resourcefulness in selecting, adapting and applying maintenance

practices to situations where precedents are not available due to factors such as local conditions or need to deviate from standard practices in order to keep below prescribed objective.

COMPLEXITY

The work involves several fields of endeavor requiring a high degree of flexibility and a broad range of technical, supervisory and management skills. The position integrates a specific knowledge of work control, trade practice, work scheduling and motivational skills. The incumbent views problems and potential solutions in context of remedies available at both activity level and in the entire Navy community.

The incumbent is called upon to execute the in-house portion of vital maintenance programs for the entire Station and he must be able to resolve critical, technical and managerial problems. The recommendations and decisions of the incumbent establish Station position on significant items and can directly effect mission capability.

This Branch is the focal point for all matters pertaining to maintenance repair.

SCOPE

The purpose of the work is to plan and conduct maintenance and repair operation of facilities for the Naval Air Station complex. As incumbent serves as a consultant for production planning and provides the technical and management advice to managers and others within and outside of the Department, covering methods and resources to be used by shops in meeting work requirements. Action by the incumbent effects the long range material condition of Station facilities, equipment and utility systems and, therefore, affects the capability of the command to meet its mission requirements.

PERSONAL CONTACTS

Personal contacts are with senior officers and management level employees within and outside of the Station. The incumbent also has contact with contractors and their management personnel. Deals with technical professionals within and outside this activity.

PURPOSE OF CONTRACTS

To plan and coordinate work efforts with other managers to meet the Station's objectives, to resolve conflicts and to solve technical and administrative problems.

PHYSICAL DEMANDS

The work is principally sedentary, although there may be some walking, or bending involved in activities such as inspections and investigation of facilities, structures and/or equipment.

WORK ENVIRONMENT

Work is usually performed in an office setting, although there is exposure to conditions of facilities undergoing maintenance and repair.